

**VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

THIS AMENDS ANNOUNCEMENT 02-05N DATED 13 APRIL 2005 TO CORRECT THE GRADE TO NF-0189-02

TYPE OF VACANCY: Non-Appropriated Fund Vacancy

OPENING DATE: 14 April 2005

FIRST CUTOFF DATE: 21 April 2005

CLOSING DATE: Until Filled

JOB TITLE, SERIES AND GRADE: Water Safety Instructor
NF-0189-02

STARTING RATE: \$9.00 per hour

LOCATION: D/Community Services,
Community Recreation Division

AREA OF CONSIDERATION: All Nonappropriated Fund Activities
and Outside Sources

TYPE OF APPOINTMENT: Flexible
Temporary not to exceed:
30 September 2005

DUTY SCHEDULE: Flexible work schedule

NUMBER OF VACANCIES: 1

STANDARD REQUIREMENT: DIRECT DEPOSIT IS REQUIRED. As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTICE: MALE APPLICANTS BORN AFTER DECEMBER 31, 1959 MUST COMPLETE A PRE-EMPLOYMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION.

BENEFITS: NONE

SUMMARY OF DUTIES:

Manages swimming pool activities. Assigns lifeguards to duty in accordance with scheduled governing operating hours. Insures compliance with operating policies, safety rules and practices. Acts as water safety instructor and lifeguard; instructs beginners in swimming; informs students of water conditions and safety practices. Supervises and instructs in the proper use and maintenance of pool equipment including testing of water.

SPECIAL CONDITIONS OF EMPLOYMENT: All required background checks IAW current AR 215-3 and the Crime Control Act must be successfully completed and maintained including Child and Youth National Agency Check with inquiries (CNACI). A health assessment is required. Satisfactory performance, successful completion of training requirements and demonstrated on the job competency is required.

QUALIFICATION REQUIREMENTS:

APPLICANTS MUST:

1. Possess six months of experience as a lifeguard water safety instructor; **OR** successful completion of one year (30 semester hours of study or equivalent) of academic study at an accredited college or university in any field of study.
2. Possess Red Cross Senior Life Saving Certificate and current Cardio-Pulmonary Resuscitation (CPR) certificate.
3. Possess water safety instructor certificate.
4. Possess standard Red Cross eight-hour first aid course.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Nonappropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplemental Employment Application Form) and DA Form 3433-2 (Supplement-A Employment Application Form for Child-Youth Services Positions) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, Knowledge, Skills, and abilities, {KSA's} where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, ATTN: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m. **Applications and requested forms must be received at the above address no later than close of business 21 APRIL 2005.**

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

DONNA RYMOND
Human Resources Assistant